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AUTHOR	Stanley, Patricia; Sargent, Susan
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ABSTRACT

The California Community Colleges (CCC) use labor market information and student follow-up data for vocational education program development, implementation, and evaluation. In order to justify the development of new programs and the continuation and review of existing programs, the CCC initiated the Labor Market Information (LMI) system in 1987. The LMI involves the collection of labor market supply and demand data, with assistance from the California Employment Development Department (EDD). In 1987, the EDD produced occupational demand projection for six counties which were matched for vocational education programs at 27 colleges in those counties. Currently, LMIS data are available in 27 counties serving 63 colleges of the CCC. The Student Follow-up System (SFS) identifies student and program needs in vocational education. The SFS consists of a classroom survey and follow-up survey administered to students enrolled in advanced-level vocational education courses. The classroom survey asks students about their educational goals and student services needs, while the follow-up survey is sent to non-returning students requesting information on reasons for attending, courses completed, employment status, and the relationship between employment and course completed. The information from the LMI/SFS is used for program planning, career counseling, job placement, informing employers of available training programs and student supply, and meeting regulatory and college requirements. The LMI/SFS is expected to be operational in all CCC institutions by June 1992. Tables with LMI and SFS data, and a copy of the SFS surveys are appended. (PAA)

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STATEWIDE LABOR MARKET INFORMATION AND STUDENT FOLLOW-UP SYSTEM

Staff Presentation: *Patricia Stanley, Dean*
Vocational Education

Susan Sargent, Specialist
Vocational Education

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Board of Governors
California Community Colleges
January 9-10, 1992

STATEWIDE LABOR MARKET INFORMATION AND STUDENT FOLLOW-UP SYSTEM

8

A Report

Background

Labor Market Information and Student Follow-up Information is gathered through an interagency agreement with the Employment Development Department (EDD) and through student surveys administered in California Community Colleges. This system consists of two components: (1) Labor Market Information which is the collection of labor market supply and demand data; and (2) the Student Follow-up System which identifies student and program needs in vocational education.

Analysis

Labor Market Information and Student Follow-up System has been found to meet a variety of needs in the California Community Colleges. These uses include the following:

- *Program Planning* – As a tool in determining the regional needs and employment base for new and existing programs.
- *Career Planning* – As a tool for counseling students with regard to employment opportunities.
- *Job Placement* – As a tool to determine the supply/demand relationship of a vocational program for prospective students.
- *Occupational Demand* – As a tool to inform employers of available training programs and student supply.
- *Program Evaluation* – As a tool to satisfy regulatory and college requirements.

This report summarizes the status of the Labor Market Information and Student Follow-up System which is utilized in vocational education for program development, implementation, and evaluation.

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Vocational Education

Susan Sargent, Specialist
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Statewide
Labor Market Information and
Student Follow-Up System

Background

This report summarizes the status of the Labor Market Information and Student Follow-Up System which is utilized in vocational education for program development, implementation, and evaluation. This information is gathered through an interagency agreement with the Employment Development Department (EDD) and through student surveys administered in the California Community Colleges. This system consists of two components: (1) Labor Market Information which is the collection of labor market supply and demand data; and (2) the Student Follow-Up System which identifies student and program needs in vocational education.

Labor Market Information (LMI)

The *California Education Code* Sections 78015 and 78016, requires districts to obtain labor market information (LMI) in order to justify the initiation of new programs and the continuation and review of existing programs. The California Community Colleges initiated an LMI process in 1987 with data available for six counties and 27 colleges in order to meet these requirements. The initial LMI process was established through an interagency agreement between the California Community Colleges and the Employment Development Department. EDD produced occupational demand projections for the six counties which were matched to vocational programs of the Colleges. A written report was made available identifying the number of students being trained by the Colleges in those counties and the expected demand for trained employees over the next five years. (See Appendix for a sample of the report.)

Student Follow-Up System (SFS)

The Student Follow-Up System consisted of a classroom survey and a follow-up survey administered to vocational education students. The classroom survey was given to students who were enrolled in advanced level vocational education courses. This survey asked students about their educational goals and student service needs (see Classroom Survey attached). The classroom survey produced data incorporated into the LMI process which identified the number of students being trained to meet the expected occupational demand. The follow-up survey was sent to students who did not return to their respective colleges and requested information on reasons students attended college, courses completed, employment status and the relationship between the courses and their employment (see Student Follow-Up attached).

Analysis

Labor Market Information and Student Follow-Up System (LMI/SFS)

The current status of Labor Market Information and Student Follow-Up System (LMI/SFS) is the availability of consistent data and reports for program planning and implementation. The system has evolved through input and consensus direction from College personnel. This support has produced a more refined, streamlined approach to the collection and reporting of data. The software application now includes optical scanning of both the classroom and follow-up survey, as well as flexibility for individual Colleges to ask additional questions unique to their community.

LMI/SFS has been found to meet a variety of needs in the California Community Colleges. These uses include the following:

- *Program Planning* – As a tool in determining the regional needs and employment base for new and existing programs.
- *Career Planning* – As a tool for counseling students with regard to employment opportunities.
- *Job Placement* – As a tool to determine the supply/demand relationship of a vocational program for prospective students.
- *Occupational Demand* – As a tool to inform employers of available training programs and student supply.
- *Program Evaluation* – As a tool to satisfy regulatory and college requirements.

LMI/SFS delivers an assessment of the local labor market in a geographical location. This assessment can assist in determining the need to develop new programs and/or to justify the continuation of existing programs or their expansion. The response data provided by students through the classroom and follow-up surveys may further validate the need for new or continuing program areas. This assessment has also been valuable in career counseling, providing students information on employment opportunities and job placement possibilities. Given the labor market data and program information produced by LMI/SFS, employers have benefited from learning of the available training programs in Community Colleges and the expected number of trained students to enter the workforce in the future.

LMI/SFS provides an analysis of the educational goal of students and whether or not a student's course of study assisted them in meeting this goal. For students seeking employment and who attend a Community College for vocational training, LMI/SFS will follow-up to determine whether they are employed subsequent to their training and if they feel that the occupational skills and abilities learned through their classes

were adequate for seeking new employment. For students in the California Community Colleges who attend on a part-time basis and are already employed, the LMI/SFS survey seeks to ascertain whether their goals have been met. Many of these students are not looking for jobs but are attending College for job advancement purposes and to upgrade their skills. Some students attending Community Colleges have obtained an associate, baccalaureate, masters, and in some cases even a doctorate degree. LMI/SFS allows for the identification of such students and collects valuable information essential for meeting their unique needs.

LMI/SFS generates data necessary to meet federal and State accountability requirements. The Vocational and Applied Technology Education Act (VATEA) further identified the need for districts to develop and evaluate programs based upon labor market information. In an effort to meet the demands of both the *Education Code* and VATEA, LMI data is currently available in 27 counties and 63 Colleges. LMI/SFS is also being used in vocational education to monitor the participation of students, including members of special populations, as required by VATEA.

Statutory and regulatory requirements mandate the need to collect standardized data on a statewide basis. It is anticipated that LMI/SFS will be coordinated through the Chancellor's Office and provide a systematic, comprehensive approach to assessing the current and future needs of students, college personnel, employers, and the community. LMI/SFS provides accountability information that will assist in the improvement of vocational education in the California Community Colleges when integrated with data made available from the Management Information System. It is expected that LMI/SFS will be operational in all colleges by June 1992.

Statewide Labor Market Information and Student Follow-Up System

Los Angeles County

Supply of Trained College Students and Occupational Demand

Accounting - 0502.00

An instructional program that prepares individuals to organize, maintain and audit business and financial records and transactions.

Reasons student attend these listed colleges

Colleges	Employment in a new career	Job change or advancement in the same career	Improved ability to perform present job	Maintenance of License or Certificate	Skills improvement but not for employment	Transfer to another college	Purpose not listed	Total
Cerritos College	39	23	13	7	3	19	5	109
El Camino	38	38	13	2	5	35	21	152
Glendale	0	10	12	0	12	172	42	248
Mt. San Antonio	1	1	0	0	0	4	0	6
Pasadena City	13	5	2	4	1	50	4	79
Rio Hondo	54	49	20	4	3	126	11	267
Santa Monica	112	54	29	20	25	247	31	518
Total Response	**257**	**180**	**89**	**37**	**49**	**653**	**114**	**1,379**

Employment and Job Demand

for this program in the area served by the above colleges

OES Occupational Code and Title	1987 Estimated Employment	1992 Projected Employment	Job Growth	Labor Force Separations	Growth plus Separations
21111 Tax Preparers	1,885	2,155	270	315	585
21914 Tax Examiners, Collect., Rev. Age	1,195	1,210	15	225	240
55338 Bookkeeping, Accounting Clerks	82,425	91,760	9,335	17,595	26,930
55341 Payroll and Timekeeping Clerks	9,265	9,790	525	1,245	1,765
56002 Billing, Posting, Calc. Machine	5,335	5,865	530	425	955
Total	**100,105**	**110,780**	**10,780**	**19,805**	**30,475**

Summary *(from the above data)*

Students in training for a new career this yearly reporting cycle - Supply: 257

Five-Year Projections Demand: 30,475

CALIFORNIA COMMUNITY COLLEGES STUDENT FOLLOW-UP

VOCATIONAL PROGRAM FOLLOW-UP SYSTEM

PLEASE USE A #2 PENCIL TO ANSWER THE ITEMS BELOW. PRINT NEATLY AND FILL IN THE APPROPRIATE ANSWER SPACE. THANK YOU FOR YOUR HELP.

Please print your name: _____

1. Print your social security number in the spaces indicated, then fill in the appropriate answer space.

Social Security Number

			–			–				
0	0	0		0	0		0	0	0	0
1	1	1		1	1		1	1	1	1
2	2	2		2	2		2	2	2	2
3	3	3		3	3		3	3	3	3
4	4	4		4	4		4	4	4	4
5	5	5		5	5		5	5	5	5
6	6	6		6	6		6	6	6	6
7	7	7		7	7		7	7	7	7
8	8	8		8	8		8	8	8	8
9	9	9		9	9		9	9	9	9

2. Please fill in the answer space which best described your reason for attending our college.

1 ◯ To prepare for employment in a new career.
2 ◯ To prepare for job change or advancement in the same career.
3 ◯ To obtain a license/certification or credential.
4 ◯ To improve your ability to perform at your present job.
5 ◯ To maintain a license/certification or credential.
6 ◯ To improve skills but not for employment purposes.
7 ◯ To prepare to transfer to a 4-year college.
8 ◯ To achieve a purpose which is not listed.

FOLD

3. Did the classes you took at our college help you meet your educational goal?
1 ◯ Yes 2 ◯ No

4. Complete this section based on the directions from the attached letter.

Program Major Code

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

5. Did you complete a degree or certificate at our college?
1 ◯ Yes 2 ◯ No

6. Are you attending college/school? 1 ◯ Yes 2 ◯ No

6a. If yes, please indicate where you are enrolled in college/school?

1 ◯ Our community college
2 ◯ Another community college
3 ◯ California State Univ
4 ◯ Other 4-year college
5 ◯ University of California
6 ◯ Other type of school

6b. Are you currently enrolled in 12 or more units? 1 ◯ Yes 2 ◯ No

7. Did you take a license/certification or credential examination?
1 ◯ Yes 2 ◯ No

8. Please indicate your employment status?

1 ◯ Working full time (35 hours or more/week)
2 ◯ Working part-time (less than 35 hours per week)
3 ◯ Not working and looking for work
4 ◯ Not working and not looking for work

9. If you are working, is your job related to the classes you took at our college? 1 ◯ Yes 2 ◯ No

Please indicate your job title & name of employer

_____

_____

FOLD

10. Were the occupational skills and abilities learned through the classes you took at our college adequate for helping you in your employment?
1 ◯ Yes 2 ◯ No

11. What is your hourly wage range? (This is used to provide other students an idea of what they might expect.)

1 ◯ Less than $7.00 per hour
2 ◯ $7.01 – 9.00
3 ◯ $9.01 – 11.00
4 ◯ $11.01 – 13.00
5 ◯ $13.01 – 15.00
6 ◯ $15.01 or more

12. Did any of the following people or services at our college help you obtain your job? If yes, please mark one.

1 ◯ Counseling 2 ◯ Instructor 3 ◯ Department Office 4 ◯ Job Placement 5 ◯ Work Experience 6 ◯ Other

13. Were there skills and abilities which you needed for your job but did not receive in your courses? 1 ◯ Yes 2 ◯ No

If yes, please specify _____

14. Are you in the military on full-time active duty? 1 ◯ Yes 2 ◯ No 10

15. This section contains answer areas for additional questions. If there are any, they would be indicated in the attached letter.

A 1 2 3 4 5 B 1 2 3 4 5 C 1 2 3 4 5 D 1 2 3 4 5 E 1 2 3 4 5
F 1 2 3 4 5 G 1 2 3 4 5 H 1 2 3 4 5 I 1 2 3 4 5 J 1 2 3 4 5

SIDE 2

PLEASE USE THIS AREA TO WRITE ANY COMMENTS WHICH YOU MIGHT WISH TO INDICATE. ALSO, IF YOU ARE ABLE, INDICATE TRAINING WHICH YOU MAY NEED IN THE FUTURE. THANK YOU

WE ASK THAT YOU RETURN THIS FORM IN THE PRE-ADDRESSED ENVELOPE WITHIN 5 DAYS AFTER YOUR RECEIPT OF THIS REQUEST.

CALIFORNIA COMMUNITY COLLEGES CLASSROOM SURVEY
VOCATIONAL PROGRAM FOLLOW-UP SYSTEM

TO THE STUDENT: We need your help. This is the first of two questionnaires you will be asked to complete describing the relationship between your classes and employment. The second questionnaire will be mailed to you about six months after you leave this college. This information will be treated confidentially; it will only be used to review our instructional programs, advise students and complete required statistical reports.

PLEASE PRINT YOUR RESPONSES CLEARLY AND NEATLY, FILL IN THE APPROPRIATE ANSWER SPACE (USE A #2 PENCIL ONLY).
IF YOU HAVE COMPLETED THIS QUESTIONNAIRE IN ANOTHER CLASS, PLEASE STOP HERE. THANKS FOR YOUR HELP.

1. Please indicate an address where you can be contacted about six months after you leave this college.

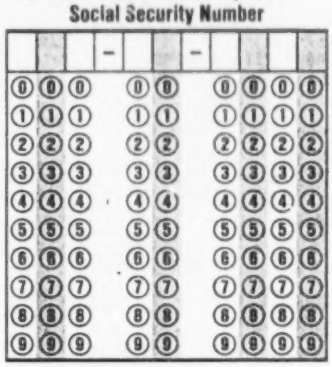
Name _____ Telephone ( ) _____

Address _____

City _____ State _____ Zip _____

2. Print your social security number 1st, then fill in the answer space.

Social Security Number



3. Your sex

1 ○ Female
2 ○ Male

4. Your ethnic background:

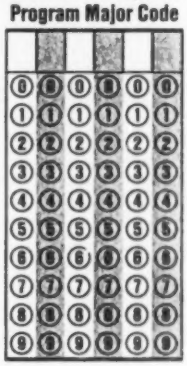
1 ○ American Indian 2 ○ Asian 3 ○ Black 4 ○ Filipino
5 ○ Hispanic 6 ○ Pacific Islander 7 ○ White 8 ○ Other

5. Please fill in the answer space which best describes your reason for attending this college.

1 ○ To prepare for employment in a new career.
2 ○ To prepare for job change or advancement in the same career.
3 ○ To obtain a license/certification or credential.
4 ○ To improve your ability to perform at your present job.
5 ○ To maintain a license/certification or credential.
6 ○ To improve skills but not for employment purposes.
7 ○ To prepare to transfer to a 4-year college.
8 ○ To achieve a purpose which is not listed.

6. Print your program major code from the attached list, then fill in the answer space.

Program Major Code



7. How many courses in your program major have you completed?

1 ○ Less than four
2 ○ Four to eight
3 ○ Nine to twelve
4 ○ More than twelve

8. Do you plan to complete a degree or certificate in your Program Major? Mark one.

1 ○ Certificate
2 ○ Degree
3 ○ Neither

9. If you have previously received a degree, please indicate the highest one received.

1 ○ Associate
2 ○ Baccalaurate
3 ○ Masters
4 ○ Doctorate

10. What is your employment status?

1 ○ Working full time (35 hours or more/week).
2 ○ Working part-time (less than 35 hours/week).
3 ○ Not working and looking for work.
4 ○ Not working and not looking for work.

If working, please print your job title and name of your employer.

_____

_____

IF APPLICABLE, PLEASE COMPLETE ITEMS 11 THROUGH 14

11. Which best describes the relationship between your job and classes you are taking at this college?

1 ○ Working in a job related to the classes. 2 ○ Working in a job not related to the classes.

12. Were you employed in your present job before enrolling in classes? If yes, complete 12a. 1 ○ Yes 2 ○ No

12.a Do you plan to keep this job after you leave this college? 1 ○ Yes 2 ○ No 3 ○ Unsure

13. Did you get help from any of the following listed college sources in getting your present job? Complete one.

1 ○ Your instructor 2 ○ Placement office 3 ○ Other 4 ○ No help

14. Do you plan to ask for help from the college in finding employment?

1 ○ Yes 2 ○ No 3 ○ Unsure

THANK YOU FOR YOUR HELP. THE REVERSE SIDE SHOULD BE COMPLETED ONLY IF YOU ARE ASKED TO DO SO.

CALIFORNIA COMMUNITY COLLEGES CLASSROOM SURVEY
VOCATIONAL PROGRAM FOLLOW-UP SYSTEM

This side should be completed only if you have been asked to do so. Instructions will be provided along with questions.

SECTION A

1.	①	②	③	④	⑤	6.	①	②	③	④	⑤
2.	①	②	③	④	⑤	7.	①	②	③	④	⑤
3.	①	②	③	④	⑤	8.	①	②	③	④	⑤
4.	①	②	③	④	⑤	9.	①	②	③	④	⑤
5.	①	②	③	④	⑤	10.	①	②	③	④	⑤

SECTION B

11.	①	②	③	④	⑤	16.	①	②	③	④	⑤
12.	①	②	③	④	⑤	17.	①	②	③	④	⑤
13.	①	②	③	④	⑤	18.	①	②	③	④	⑤
14.	①	②	③	④	⑤	19.	①	②	③	④	⑤
15.	①	②	③	④	⑤	20.	①	②	③	④	⑤

THANK YOU FOR YOUR HELP